

VIRGINIA DEPARTMENT OF HISTORIC RESOURCES

ARCHIVES SEARCH SERVICE

Information on previously surveyed historic resources and archaeological sites is available in our archives. The hours are from 8:30 a.m. until 4:45 p.m. Tuesday through Friday (excluding state holidays). The archives are closed to the general public Saturday through Monday. There is no charge to use the archives, but nominal fees are charged for photocopies and color printouts of maps. Appointments are not necessary.

If you are unable to come to our Richmond office to use the archives, and would like our staff to process your request, we can provide that service for a fee.

To conduct a search, we will need the search request sheet filled out in full, a copy of a USGS topographical quad map clearly delineating your project site (just the portion containing your project will suffice) and a signed "conditions for use" agreement. An invoice will be included with your search results. In order to issue an invoice, we will need your company's Federal ID number or the Social Security number of the individual making the request.

We strive to complete the search for you within ten business days of our receipt of clearly marked USGS quad mapping; the completed request form and a signed "conditions for use" agreement.

Descriptions and fee schedules for the search services are as follows:

Maps Only Searches

A search of the DHR's cultural resource inventory for locational data only on all previously recorded archaeological sites, and architectural structures and districts. You will receive a map (or maps) showing the locations of any architectural resources within your requested search area and any archaeological sites in the immediate vicinity of your project area.

The cost is \$25 per quad sheet searched, plus a \$50 processing fee for each project. Even if no previously identified resources are present within the radius, you will still receive copies of our maps, and the fees will still be assessed.

Detailed Searches

A search of the DHR's cultural resource inventory for locational data only on all previously recorded archaeological sites, and architectural structures and districts. You will receive a map (or maps) showing the locations of any architectural resources within your requested search area and any archaeological sites in the immediate vicinity of your project area.

You will also receive copies of architectural survey forms and archaeological site forms for those resources identified in your project area. In addition, you will receive a printout of the resources with the resource name, DHR file number and indication as to whether the resource is listed on the registers, or has been evaluated by the Department for possible inclusion on the registers. If an archaeological site has been evaluated for possible inclusion on the registers, then you will receive a copy of that letter of determination or evaluation form.

The cost is \$25 per quad sheet searched, a \$50 processing fee for each project and \$10 per site for the forms and a printout of each resource identified within your project area. If the file is missing, then that will be noted and the fee will not be charged. If no resources are identified in your project area, you will still receive copies of our maps, and the processing and quad sheet fees will still be assessed.

Expedited Searches

If you require the information urgently, we offer an expedited archives search, for which a surcharge of \$150 will be added to the final invoice. Please mark the expedited box on the search request form *in addition* to either the "maps only" or "detailed" search box if you desire the faster service.

The goal is to complete the expedited search in three business days or less from the day on which we receive a completed request form, a signed conditions for use agreement and clearly marked USGS quad mapping. You will be contacted if circumstances prevent us from successfully completing your search within the three-day goal to give you an estimated time frame.

Our results will be sent to you by standard mail unless other arrangements are pre-arranged. A space is provided on our search request form for you to include your Federal Express number or UPS number if you desire overnight delivery of the results.

Conditions

DHR serves as the official state repository on historic resources. This information has been compiled primarily by independent cultural resource consultants. DHR makes no warranty as to the fitness of the data for any purpose.

The absence of historic resources in DHR records does not necessarily mean that no historic properties are present. It is possible that the area in question has not been systematically surveyed for resources. It is advisable to check with local government planning offices for information on any properties that may meet the age and significance tests of the National Register criteria and have not yet been recorded in the DHR archives.

Obtaining information on previously recorded historic properties does not constitute review under Section 106 of the National Historic Preservation Act. If a project is federally funded, licensed, or permitted, the federal agency may require you to obtain DHR comment under Section 106. If you are also requesting a review of your project on behalf of a federal agency, you may download a Project Review Form from our web site at www.dhr.virginia.gov. The results of the Archives Search should accompany your Project Review request form.

A review of your project under Section 106 of the National Historic Preservation Act is a separate process that does not involve the archives, and thus cannot be accomplished concurrent with an archives search.

DHR Contact

Please send your completed search request form and your marked USGS quad map to:

Archives Search Service
c/o Quatro Hubbard
Department of Historic Resources
2801 Kensington Avenue
Richmond, VA 23221-2470

You may fax your documentation to the attention of the Archives at (804) 367-2391

If you have any questions concerning this information, please contact:

Quatro Hubbard at (804) 367-2323, extension 124
Fax: (804) 367-2391
E-mail: Quatro.Hubbard@dhr.virginia.gov

Department of Historic Resources – Archives Search Request Form

Updated October 2006

NAME: _____

COMPANY AFFILIATION: _____

FED ID #/SSN: _____

ADDRESS: _____

PHONE # _____ FAX # _____

E-MAIL: _____

LOCATION OF PROJECT:

PROJECT NAME: _____

NAME OF QUAD(S): _____

NAME OF COUNTY: _____

STREET ADDRESS (IF KNOWN): _____

DHR PROJECT # (IF KNOWN): _____

TYPE OF SEARCH:

Maps Only

☐

Detailed (\$10 per file charge)

☐☐

Please **EXPEDITE** my search in less than 3 business days (additional charge of \$150).

SEARCH AREA FOR HISTORIC PROPERTIES/DISTRICTS:

½-Mile Radius

☐

¾-Mile Radius

☐

1 ½-Mile Radius

☐

Marked Site Only

☐

Other (write below)

SEARCH AREA FOR ARCHAEOLOGICAL SITES:

Marked Site Only

☐

Other (write below)

Search results will be mailed unless other arrangements are made in advance. If you would like results sent via Federal Express ☐ or UPS ☐ , please provide that number here: _____

DHR requires a signed "Conditions for Use" agreement before we can conduct the requested search.

Department of Historic Resources

Conditions for Use of Digital and other DHR Locational Data

(Updated Aug 2004)

Use of this data is subject to the following:

1. **User understands and acknowledges that release of precise locations may threaten archaeological and historical resources. User shall take reasonable precautions to ensure the security of site locations.**
2. User will identify "Virginia Department of Historic Resources" as data source on any map or publication using DHR locational data. User will also include the date that data was obtained from DHR.
3. Photographs may only be reproduced in commercial publications if specific permission is granted by DHR.
4. User understands and acknowledges that the accuracy of these data is time-limited. User agrees to use DHR-provided data only for the term specified by DHR, and to incorporate all updates provided by DHR. Under no circumstances shall User continue using DHR-provided historic resource data for more than six months following its generation.
5. User will provide DHR with two copies of any reports prepared using Virginia Department of Historic Resources data if requested by DHR.
6. Although DHR maintains high standards of data quality control, DHR makes no warranty that the data are necessarily accurate or complete.
7. Obtaining information on previously recorded historic properties does not constitute review under Section 106 of the National Historic Preservation Act. If a project is federally funded, licensed, or assisted, the federal agency may require you to obtain DHR comment under Section 106. If you are also requesting a review of your project on behalf of a federal agency, you may download a Project Review Form from our web site at **www.dhr.virginia.gov**.
8. If there are charges, User shall pay agreed charges within 30 days of being billed by DHR.
9. User will indemnify and hold DHR and its officers and employees harmless against any claims by third parties arising out of the use by User of the data provided hereunder.
10. This Agreement is the entire agreement between the parties with respect to the subject matter hereof. It shall be construed in accordance with the law of the Commonwealth of Virginia and may be amended only in writing signed by both parties.

By accepting the DHR data, User agrees to abide by all of the above conditions.

User signature

Printed name

User Title and Affiliation

Date
